SURREY
YOUTH FOCUS

Annual Report and Financial Statements, 2020-21

For year ending: 31st March 2021

Company Limited by Guarantee No 07531644
Registered charity no. 1140934

Independent Examiner:
Mark Leigh
Azets Audit Services Ltd
Ashcombe Court
Woolsack Way
Godalming
GU7 1LQ

SURREY
YOUTH FOCUS

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Surrey Youth Focus

Administrative Information 31st March 2021

Company Limited by Guarantee No 07531644

Registered charity no. 1140934

REGISTERED ADDRESS

Astolat, Coniers Way
New Inn Lane Burpham
Guildford Surrey GU4 7HL

PRESIDENT

Michael More-Molyneux, Lord-Lieutenant of Surrey

VICE PRESIDENTS

David Hypher OBE DL
Lesley Myles MBE JP DL

TRUSTEES

Independent Trustees

Allister McGowan – Chairman
Bernard Stevens FCA - Treasurer & Company Secretary
Alec Sanderson
Louise Round (Vice Chair) until October 2020)
Susan Sanderson until April 2020
Christopher Carson

Member Trustees

Hannah Roberts (Girlguiding Surrey West)
Anthony Horton (East to West)
James Burge (Surrey Scouts)
Lesley Robbins (White Lodge Centre)

Chief Executive: Cate Newnes-Smith

Patrons: (as of 31st March 2021)

Shahid Azeem
High Sheriff of Surrey 2021/22

Professor Max Lu AO DL
President and Vice-Chancellor
University of Surrey

The Rt Revd Andrew Watson,
Bishop of Guildford,
Representing Faith Communities

Mr Tony Samuels
Chairman Surrey County Council

TRUSTEES' ANNUAL REPORT 2020-21

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. Even before the COVID 19 outbreak, the external environment continued to be extremely changeable. However, Surrey Youth Focus has focused on delivering value to public sector organisations in Surrey and hence our finances have been stable.

Revenue in this year was £312, 673 as compared to £144, 855 for the previous year; an encouraging increase. There was a surplus of £27, 250 on unrestricted funds and a decrease of £11, 257 on restricted funds.

Surrey Youth Focus is both a charity (Registered Charity No: 1140934) and also an incorporated company (Company Limited by Guarantee No: 07531644, registered in England and Wales.). It is obliged to produce Annual Report and Accounts that meet the requirements of both company law and the charity law.

Consequently, this Annual Report and Accounts is produced in accordance with the requirements of the Charities Act 2011, and the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), 2nd edition (effective October 2019). It also complies with relevant company law provisions.

Surrey Youth Focus has income between £25,000 and £500,000 and so is subject to Independent Examination, conducted by Azets Audit Services Chartered Accountants.

The Charity's objects are to benefit young people in Surrey by:

- Promoting good practice and the efficiency and effectiveness of its member organisations;
- Supporting and strengthening the work of its members;
- Helping members to support young people to develop their physical, mental and spiritual capacities to help them mature and have a good quality of life and
- Ensuring that young people's voices, concerns and issues are represented wherever it is most appropriate.

CHAIRMAN'S STATEMENT

The Covid 19 pandemic started at about the same time as this financial year. In common with most others, this has been a year like no other - for our staff, Surrey Youth Focus, for our communities and our partners. However we have come through with flying colours.

We quickly moved to a working at home operation at the start of the pandemic, maintaining our regular activities and supporting Surrey County Council and other public bodies in a flexible manner as they endeavoured to provide support for all effected by the virus. This included our members where in the early days of the pandemic we focused our efforts on providing advice and support and in promoting collaboration and sharing of experience and expertise around the new world that we found ourselves in. Indeed, the pandemic has helped to further prove the value of our role to the public sector.

We maintain excellent relations with Surrey County Council (SCC), Surrey Heartlands health and care and Surrey Police, among others, and are pleased to say that we continue to receive our core grant from SCC that helps us to deliver the wide variety of services to our members and the wider voluntary youth sector in Surrey. In addition, we were asked to undertake significant extra work and were pleased to be able to do this at a competitive rate for our core funder. We diversified our funding during the year, with a greater amount coming from health. However, we are very much aware of the need to diversify further.

Our internal management controls (time and expense collection, monthly reporting) allow us to maintain tight control over all expenditure and to reconcile funds and monitor project progress monthly.

Serving our members

We continue to receive excellent feedback about the individual help that we give to members, described by one as the "rock" for them to turn to when they need help. We make introductions, organise events, help solve their problems, disseminate their information through our social media channels and source funding opportunities.

In addition to the network of Children and Youth Charity CEOs enabling our members to discuss strategic issues, we now offer a regular operational meeting for our members to share and discuss operational challenges and we also Chair/convene the Third Sector Safeguarding Network on behalf of the Surrey Safeguarding Children Partnership.

We provide regular bulletins and funding bulletins to members, keeping them informed about funding and other important information. We had a higher than industry average click through rate and members have informed us of positive outcomes on funding bids because of our help to them.

We have about 4500 followers on Twitter and we continue to make use of this to further the causes of our members and ourselves.

Systems Stewardship

Surrey Youth Focus plays a unique role in supporting and collaborating with third and public sector organisations across Surrey. The approach we take is that of "System Stewards", a term which comes from Human Learning Systems work. Our role is integral to ensuring the 'health' of the system by bringing the right people together to create meaningful change which benefits young people in Surrey.

Emotional Wellbeing and Mental Health

We are working closely with colleagues across the system in Surrey to work in partnership with children and young people to understand their lives, address the underlying causes together and to focus on prevention rather than cure. By working together, we can create conditions which enable every child in Surrey to thrive, not just to survive.

Our big success of the year was the awarding of a £4.5m+ per annum contract for 7 years to our third sector colleagues - Surrey Wellbeing Partnership (a collaboration of 12 charities) – for Emotional Wellbeing and Mental Health services as part of SCCs/Surrey Heartlands CAMHS recommissioning. This was the culmination of 2+ years work of lobbying by SYF, in partnership with Eikon and other charities, to ensure that the third sector was seen as pivotal to Early Intervention Services. Furthermore, we played a significant strategic and operational role in the formation of the Surrey Wellbeing Partnership, from which we are gradually extracting ourselves; we took a strategic decision not to have permanent involvement, since we want to maintain our independence to be an honest broker for the wider third sector, not favouring one particular set of charities.

Our work with Surrey County Council and Surrey and Borders Partnership (SABP) on the school accelerator sites around mental health has been well received and had the benefit of significantly increasing our knowledge and understanding of the change required to the system to support children and young people's mental wellbeing.

We worked with the Academy of Contemporary Music (ACM) and some Surrey schools to create music projects which enable young people to talk about and explore mental wellbeing through the medium of music, resulting in some very powerful and emotional songs.

Special Educational Needs and Disabilities (SEND)

We have been working with colleagues from social care, education, health and the third sector on a system-wide transformation of pathways, services and support provided to families with children aged 0-4 years with additional needs. SYF is co-leading work (with Family Voice) that will support families with young children who have additional needs to live well and feel supported in their local community.

We have also been increasing our presence in a variety of SEND related initiatives and boards, to see how we can increase our support for this sector of our member charities.

Safeguarding

We are very active in the Surrey Safeguarding Children Partnership (SSCP). As well as Chairing/Convening the third sector safeguarding network, we also co-chair the Engagement and Communications Subgroup with a colleague from Surrey County Council, with an aim of ensuring that the work of the partnership is child-centred, and that there are a range of mechanisms in place to ensure that the voice of children and families continue to be at the heart of decisions about their lives. Our role in this was praised in a peer review carried out by Cornwall Safeguarding Children colleagues.

We have instigated collaboration between the public and third sectors around key topics such as bereavement and suicide.

Time for Kids

Time for Kids, which was started by Surrey Youth Focus, is an innovative multiagency cultural change initiative including Surrey County Council, Surrey Heartlands, Surrey Police seeking to make a culture shift across all agencies to ensure children and young people are at the centre of decision making. Time for Kids is based on five key principles for working with children and young people. We are rolling out these principles through a social movement approach - spreading the word about the principles in multiple ways and seeking to inspire our colleagues in organisations across Surrey to champion the principles.

Surrey Appreciative Inquiry and Learning

We actively promote and encourage colleagues across the public and third sectors to ask children and young people about their experiences, feelings, concerns and hopes for the future, to help shape the system to meet their changing needs. Inspired by the Appreciative Inquiry approach which sector colleagues in other parts of the country have used very successfully, we are sharing our learning across Surrey on a new way of connecting with children, young people and families which we're calling Surrey Appreciative Inquiry and Learning (SAIL). Over 180 colleagues from about 35 organisations have been involved in training so far.

Other collaborations

We continue to work with colleague on a variety of other topics including parenting and early help. We are also very grateful for the knowledge that we have gained working with organisations outside of Surrey including the Human Learning Systems consortium, the Better Way Network and Collaborate CIC.

Representation on Boards

SYF continues to play a significant role in representing the Surrey children's third sector on a range of boards including the Surrey Safeguarding Children's Partnership, the Strategic Group for Children and the SEND Partnership Board. As well as assisting in the conducting of the business of the boards, we use these opportunities to:

- Develop and strengthen relationships

- Develop new opportunities for the third sector
- Bring fresh eyes to systemic issues – a "critical friend".
- Help the public sector to understand and reach the third sector
- Break down silo working

Governance

The Directors shall comprise:

- at least three and not more than ten independent individuals and
- at least three and not more than ten persons who are representatives of member organisations.

within overall limits of a maximum of fifteen and a minimum of six directors. A Director shall be appointed either:

- by ordinary resolution of the members at general meeting;
- or by the Board of Directors.

During the year, two trustees, Louise Round and Susan Sanderson completed the end of their initial terms and, to our regret, both decided that due to family and work circumstances they would not seek a second term.

Four meetings of the Trustee Board were held during 2020-21. Owing to the pandemic these were all held via video conferencing.

The Board receives standing quarterly reports on the financial position and on the performance against targets in the business plan.

Apart from the main Board of Trustees, we hold meetings of our Management and Finance (M&F) Subcommittee on a quarterly basis. The Management and Finance Committee receives detailed monthly financial management accounts from the Treasurer, and it is here that detailed discussions take place about issues relating to the business plan, governance, risk management and management. Reports and recommendations are then made to the full Board meeting, as necessary.

Surrey Youth Focus is a membership organisation. Full membership shall be open to any Registered Charity, Voluntary Youth Organisation, Youth Social Enterprise or Sports Bodies that are providing services for young people primarily within the County of Surrey, which furthers the objectives of the Charity and which has paid the Annual Subscription for full members.

Risk Management

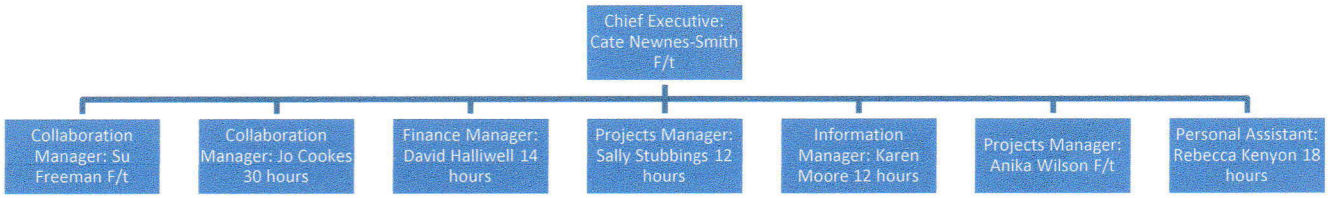
A review of the Risk Register is a standing item on the M&F Committee with each of the risk areas being addressed on an annual basis. The risk register is then reviewed by the Board as a whole annually.

Staff Team

Our able staff team has continued to be led by Cate Newnes-Smith.

As the organisation continues to punch well above its weight and achieve a huge amount of work, we have taken on extra staff and are now at the equivalent of 5.3 FTE worth of staff.

The team now comprises:



Marketing

Our primary marketing approach is through relationships. We also use social media to good effect – using both Twitter and Instagram to promote our themes. Our website was undergoing a much needed upgrade at the year end.

Our Funders

During the year, aside from our funding from Surrey County Council, we received funding from the following sources:

The Coleman Trust and NHS Surrey Heartlands, for which we would like to record our thanks. Funds received late on in the year from Surrey Police and NHS England via Surrey Community Action were taken as pre-payments for the 21/22 year.

Looking forward to 2021-22

Surrey Youth Focus continues to have good prospects for 2021 – 22. Due to our trusted relationships, our networks and our knowledge, Surrey Youth Focus continues to play a unique collaborative leadership role to generate new solutions to the challenges faced by young people and youth organisations. We will continue building relationships across Surrey and using these relationships, we will continue to serve children and young people by bringing organisations and people together and promoting change.

Allister McGowan
Chairman

Statement of Public Benefit

The Trustees have considered the guidance provided by the Charity Commission relating to public benefit and its impact on the charity's work, and in particular the requirement that there must be specific identifiable benefits, and ones applicable to the wider public. Trustees consider that both requirements have been met.

Reserves Policy

The Trustees have examined the Charity's need for reserves in the context of planned activities during 2021/22. This process has included consideration of quantifiable financial risks to the Charity within the context of continued spending cuts by central and local government. This impacts on the charity by way of the loss of income at very short notice. The charity has also looked outside the usual funding sources to sponsorship and funding by commercial partners. The Trustees are aware that this increases the risk of significant deficits in any year and therefore increases the need to carry adequate reserves.

Reserves are needed to:

- Meet the working capital requirements of the Charity
- Allow for the development of new initiatives
- Provide additional resources which enhance the quality of our delivery
- Meet the Trustees' responsibilities
- Provide against any significant drop in short term funding.

At the year-end the level of unrestricted reserves (current assets) was £75,214. Based on the above criteria, the Trustees aimed to achieve a minimum level of reserves sufficient to fund at least 4 months of core operating costs, which approximates to £72,000. The current level of reserves is now above that target. Our plans for the 21/22 year show an increase in reserves so as to maintain this ratio as our income increases.

Small companies

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 26th July 2021, and signed on its behalf:



Allister McGowan
Chairman

Surrey Youth Focus

Independent Examiner's Report to the Trustees of Surrey Youth Focus

I report on the accounts of the company for the period ended 31 March 2021, which are set out on pages 12 to 17.

This report is made solely to the charity's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of Trustees and Examiner

The Trustees (who are also the Directors of the Company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements:
    - to keep accounting records in accordance with section 386 of the Companies Act 2006, and

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



M Leigh BA FCA CF

Independent Examiner

Azets Audit Services Ltd

Ashcombe Court

Woolsack Way

Godalming

GU7 1LQ

Date:

Surrey Youth Focus

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2021

	Notes	Unrestricted	Restricted	Total 2021	Total 2020
		£	£	£	£
INCOMING RESOURCES					
Subscriptions		8,900		8,900	8,950
Consultancy Services		185,350		185,350	
Charitable Activities					
Grants Received	2				
Surrey County Council		6,428		6,428	93,475
Other Sponsors		52,500	59,450	111,950	42,311
		58,928	59,450	118,378	135,786
Investment Income	3	45		45	119
TOTAL INCOME		253,223	59,450	312,673	144,855
RESOURCES EXPENDED					
Charitable Activities					
Direct service delivery	4	0	55,499	55,499	7,714
Staff costs	5	195,184	15,208	210,393	109,102
Office and property costs	6	12,015	0	12,015	10,508
Sundry expenses	7	17,774	0	17,774	8,900
Legal and administrative costs	8	1,000	0	1,000	990
TOTAL EXPENDITURE		225,973	70,707	296,680	137,214
NET INCOME/(EXPENDITURE)		27,250	(11,257)	15,993	7,641
TOTAL FUNDS AT 1 APRIL 2020		47,964	28,525	76,489	68,850
TOTAL FUNDS AT 31 MARCH 2021		75,214	17,268	92,482	76,489

Surrey Youth Focus

BALANCE SHEET as at 31 March 2021

	Notes	2021 £	2021 £	2020 £	2020 £
FIXED ASSETS					
Tangible Assets	9		0		0
CURRENT ASSETS					
Debtors		0		15,000	
Cash at Bank		121,146		67,055	
		121,146		82,055	
CREDITORS					
Falling due within one year	10	(28,664)		(5,566)	
NET CURRENT ASSETS			92,482		76,489
NET ASSETS			92,482		76,489
FUNDS					
Unrestricted funds			75,214		47,964
Restricted funds			17,268		28,525
			92,482		76,489

The company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the period ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the period ended 31 March 20121 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for :
(a) ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
(b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and its profit or loss for each financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements on pages 12 to 17 were approved by the Trustees on 26th July 2021 and signed on their behalf by:

Allister McGowan
Chairman
Surrey Youth Focus

Surrey Youth Focus

Notes to the Financial Statements
For the year ended 31 March 2021

1. Accounting Policies

General

These accounts have been prepared under the historic cost convention and in accordance with the applicable accounting standard and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), 2nd Edition (effective October 2019), and the Financial Reporting Standard for Smaller Entities (effective 2015) and the Charities Act 2011 (as applicable)

Income

Income comprises grants, donations, subscriptions, interest and consultancy services.

Fixed Assets

Fixed assets are stated at cost and depreciation is provided at rates calculated to write off each asset over its expected useful life as follows:

- Office Equipment: 33% straight line
- Assets purchased in the year costing in excess of £1,000 are included in the balance sheet
- All other assets are written off in the year of purchase.

Office, Property and Sundry Expenses

These costs are allocated between core operations and major projects on an actual basis.

Legal and Administratibve Costs

These include any Trustee expenses and the Independent Examiner's Fee.

Operating Commitments

The Charity has a 3 year lease with Surrey Community Action for the occupation of its office. The cost is a proportion of the building running costs and there is a 6 month break clause after the first year.

2. Grants Received

	2021		2020	
	£	£	£	£
	Unrestricted	Restricted	Unrestricted	Restricted
Surrey County Council				
Operating Grant			93,475	
Additional Grants	6,428			
	6,428	0	93,475	0
Other Sponsors				
NHS Surrey Heartlands	50,000		0	
Surrey Police			5,000	
Coleman Trust	2,500		2,500	
Other Sponsors		59,450	7,061	27,750
	58,928	59,450	108,036	27,750

We are grateful for funds received from SCC and NHS Surrey and Borders relating to our work with the Surrey Wellbeing Partnership

Surrey Youth Focus

Notes to the Financial Statements
For the year ended 31 March 2021

3. Investment Income

	2021	2020
	£	£
Bank interest receivable	45	119

4. Direct Service Delivery

	2021		2020	
	£	£	£	£
	Unrestricted	Restricted	Unrestricted	Restricted
Youth Social Action		0.00		6,264
Empowering Young People		202.70		158
Upskillling		168.90		34
The Big Chat		310.80		1,042
SHAC		1.80		216
Mental Wealth		1200.00		0
Surrey Wellbeing Partnership		53614.73		0
	0	55,499	0	7,714

5. Staff Costs

	2021	2020
	£	£
Salaries	187,839	99,922
Social security costs	13,734	4,846
Pension contributions	8,820	4,334
	210,393	109,102
Average number of employees (FTE)		
Administration	1.4	0.6
Direct Service Delivery	3.8	2.0
	5.2	2.6

1 member of staff received remuneration in the band £60,000 to £69, 999
£15,208 was charged to restricted funds (2020-£16, 385)

6. Office and Property Costs

	2021	2020
	£	£
Insurance	737	588
Office services/maintenance	5,080	4,487
Printing, postage and stationary	116	195
Telephone and IT	6,081	5,239
	12,015	10,509

£0 was charged to restricted funds (2020 -£0)

Surrey Youth Focus

Notes to the Financial Statements
For the year ended 31 March 2021

7. Sundry Expenses

	2021	2020
	£	£
Training	689	32
Travel/subsistence	226	2,745
Marketing	8,238	1,230
Office equipment	7,545	576
Depreciation	0	420
Meetings	900	1,084
Legal & Professional Costs	0	0
Other	176	2,813
	17,774	8,900

£0.00 was charged to restricted funds (2020-£0)

8. Legal and administrative Costs

	2021	2020
	£	£
Independent examiner's fee	1,000	990
	1,000	960

9. Fixed Assets

	Office Equipment		
	Cost	Depreciation	NBV
	£	£	£
1 April 2020	1,260	1,260	0
Additions	0	0	0
Disposals	0	0	0
31 March 2021	1,260	1,260	0

10. Creditors: Amounts falling due within one year

	2021	2020
	£	£
Deferred Income	14,750	0
Accruals	3,713	5,566
Examiner Fee	1,000	
VAT	9,201	
	28,664	5,566

11. Trustee Remuneration

No trustee or connected person (who served at any time during the year) received any remuneration or expenses.

12. Independent Examiner's Fee

The fee paid to the Independent Examiner totalled £1, 000 plus VAT

Surrey Youth Focus

Notes to the Financial Statements
For the year ended 31 March 2021

13. Restricted Funds

	Balance 01/04/2020 £	Incoming Resources £	Outgoing Resources £	Transfer* £	Balance 31/03/2021 £
Youth Social Action	3,859	0	-780		3,079
PCC - Empowering Youth	211		-211		0
Upskilling	561	0	-169		392
Big Chat	4,778	0	-3,761		1,017
SHAC	9,882	0	-3,947		5,935
Mental Wealth	9,235	0	-8,225		1,010
Surrey Wellbeing Partnership	0	59,450	-53,616		5,834
	28,525	59,450	-70,709	0	17,267